

## Copying Work Elements

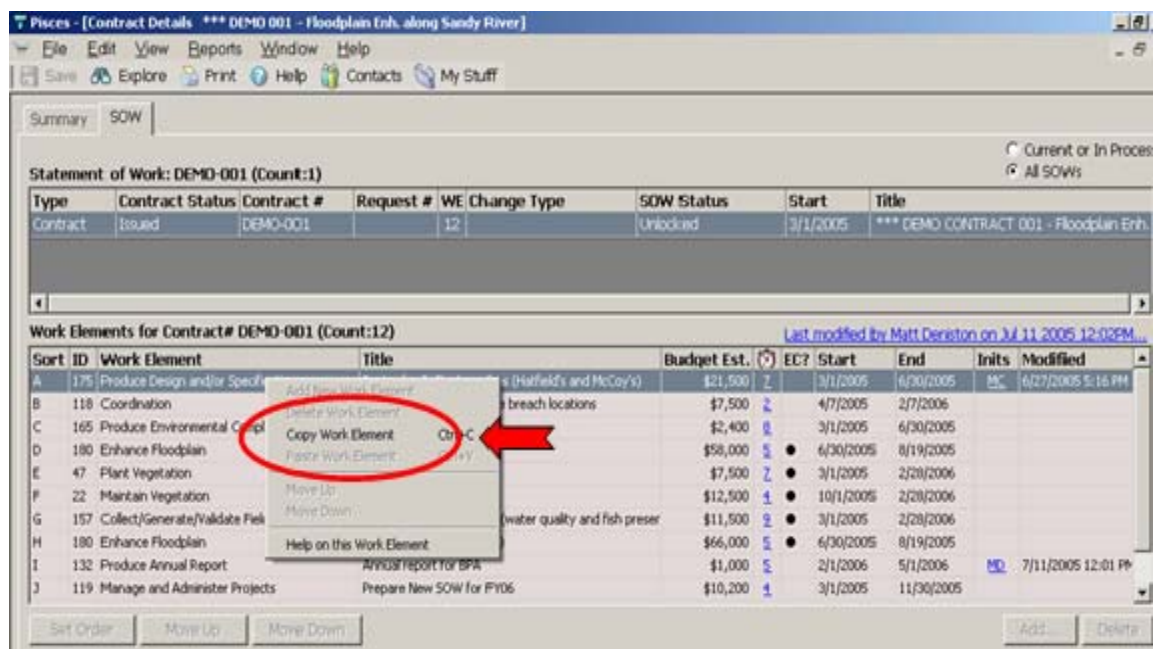
The “cloning” function, introduced in the May 2005 release of Pisces, allows you to copy work elements from one SOW to another. This is supported at two levels. First, you can copy all the work elements on an SOW (select an SOW that has one or more work elements from the grid at the top of the SOW tab) and later paste them to any other SOW in the system. Second, you can copy an individual work element. However, in both cases, you must have write access to the destination contract.

For help in preparing a new SOW, please contact your BPA COTR.

For technical help with Pisces, please contact [fishsupport@bpa.gov](mailto:fishsupport@bpa.gov).

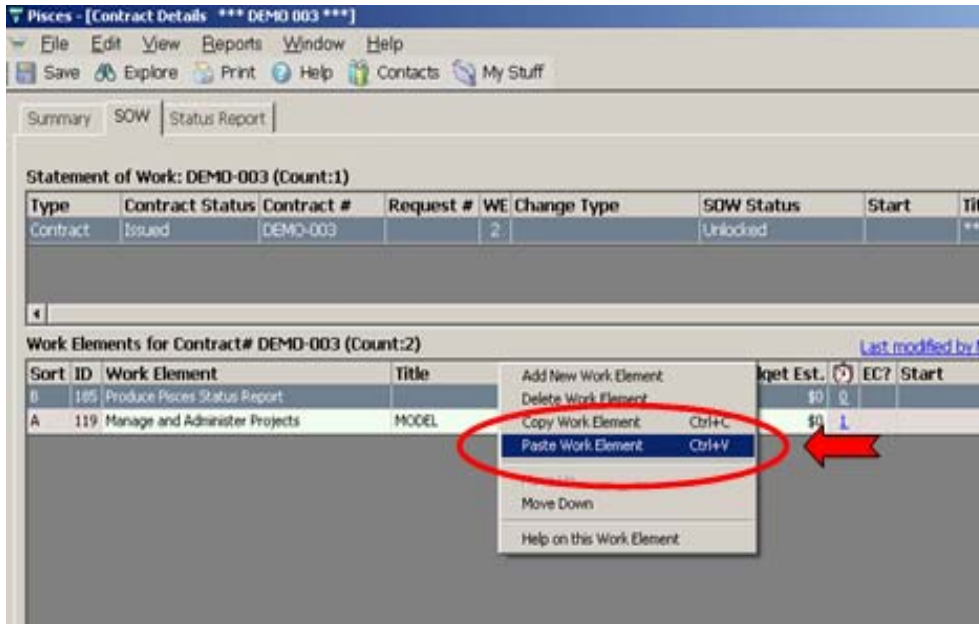
### To copy an individual work element from a SOW:

- From the SOW tab of the source contract, right-click the work element (in the lower pane) you want to copy.
- Choose “Copy Work Element” from the drop-down menu. Alternatively, you can highlight a work element and press CTRL+C to copy.



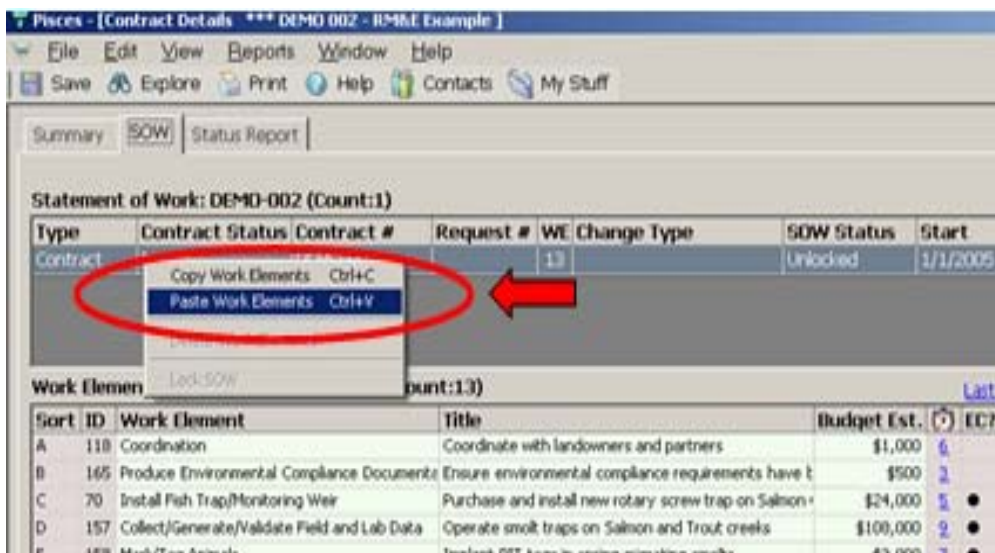
Continued next page

- c. Click on the SOW tab of the contract you wish to copy the work element to, right-click on any work element (in the lower pane), and choose "Paste Work Element" from the drop-down menu. You can also press CTRL+V to paste the work element.
- d. All the information underneath the work element such as milestones, specifications, budget, etc. will be copied along with each work element.



### To copy all work elements in a SOW:

- a. From the SOW tab, right-click the row (in the upper pane) that contains the contract whose work elements you want to copy.
- b. Choose "Copy Work Elements" from the drop-down menu, or press CTRL+C.
- c. Click the SOW tab of the contract you wish to copy the work elements to, right-click the desired contract row (in the upper pane), and choose "Paste Work Elements" from the drop-down menu, or press CTRL+V.



- d. Again, all the information underneath the work element such as milestones, specifications, budget, etc. will be copied along with each work element.
- e. One exception: the work element "Produce Pisces Status Report" (#185) will not be copied. Because of the status report set-up wizard associated with this work element, the BPA COTR must add it to each contract individually.

## After copying work elements:

- 1) Update copied work elements
  - a. When you paste work elements, Pisces prepends the copied work elements with the word "COPY" in most fields so that you can easily distinguish the content you copied.

**Pisces - [Contract Details \*\*\* DEMO 003 \*\*\*]**

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Summary SOW Status Report Internal Notes

Statement of Work: DEMO-003 (Count:1)

Type	Contract Status	Contract #	Request #	WE Change Type	SOW Status	Start	Title
Contract	Issued	DEMO-003		3	Unlocked		*** DEMO 003 ***

Work Elements for Contract# DEMO-003 (Count:3)

Last modified by Molly Moreland on Jul 27 2005

Sort ID	Work Element	Title	Budget Est.	EC?	Start	End	Inits	Modified
A 119	Manage and Administer Projects	PRODEL	\$0					
B 132	Produce Annual Report	COPY: Annual report for BPA	\$1,000		2/1/2006	5/1/2006	MM	7/27/2005 2
C 185	Produce Pisces Status Report		\$0				MD	6/24/2005 2

Set Order Move Up Move Down Add...

Work Element Description

Deliverable Title Deliverable complete

Specification Recommended Ds

- b. Please delete the word "COPY" from each work element you copied after you have updated the following:
  - Start and End Dates,
  - Work Element Description (if necessary),
  - Deliverable Title and Specification (if necessary)
  - Budget Estimates, and
  - Milestones.

## 2) Look for any expired work elements

- a) If you have copied an expired work element – denoted by the word "EXPIRED" in front of the Work Element Title -- as part of an amendment to an existing SOW, then remove the word "Expired" from the work element.

See illustration next page

Pisces - [Contract Details \*\*\* DEMO 001 - Floodplain Enh. along Sandy River]

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Summary SOW Status Report Internal Notes

**Statement of Work: DEMO-001 (Count:1)**

Type	Contract Status	Contract #	Request #	WE	Change Type	SOW Status	Start	Title
Contract	Issued	DEMO-001		13		Unlocked	3/1/2005	*** DEMO CONTR

**Work Elements for Contract# DEMO-001 (Count:13)** Last modified by Molly Moreland

Sort	ID	Work Element	Title	Budget Est.	EC?	Start	End
A	175	Produce Design and/or Specifications	Design for 2 dike breaches (Hatfield's and McCoy's)	\$21,500	Z	3/1/2005	6/30/2005
B	18	Maintain Terrestrial Structures	EXPIRED: Monitor and maintain fences and signage	\$2,457	3	4/1/2005	3/31/2006
C	118	Coordination	Coordowners for the 2 dike breach locations	\$7,500	2	4/7/2005	2/7/2006
D	165	Produce Environmental Compliance Documents	Supplemental Analysis	\$2,400	8	3/1/2005	6/30/2005
E	180	Enhance Floodplain	McCoy site (Dike Breach)	\$58,000	5	6/30/2005	8/19/2005
F	47	Plant Vegetation	Hatfield site	\$7,500	2	3/1/2005	2/28/2006
G	22	Maintain Vegetation	Hatfield site	\$12,500	4	10/1/2005	2/28/2006
H	157	Collect/Generate/Validate Field and Lab Data	Effectiveness Monitoring (water quality and fish preser	\$11,500	9	3/1/2005	2/28/2006
I	180	Enhance Floodplain	Hatfield site (Dike Breach)	\$66,000	5	6/30/2005	8/19/2005
J	132	Produce Annual Report	Annual report for BPA	\$1,000	5	2/1/2006	5/1/2006

Set Order Move Up Move Down

- b) If you are copying work elements into a brand new SOW with a new performance period, then you will need to replace the expired work element with a current one.
- c) To determine what happened to your expired WE, you can either:
  - i) Go to reports in Pisces and choose Work Elements Active and Expired. Find your expired WE and read the comment to determine which WE(s) have replaced it, or
  - ii) Go to the rapid WE add feature in Pisces select all under the search bar and then type in the WE name or number of the expired WE in the search bar. The definition below will include a comment referring you to a new active WE(s).

For questions about a specific work element, please contact the work element owner (the contact person listed on the work element background page) or your BPA COTR. Work elements, background pages and work element owners are listed on our website at:

<http://www.efw.bpa.gov/contractors/statementsofwork.aspx>.